

 <p style="text-align: center;">STATE OF ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES</p> <p style="text-align: center;">Policy and Procedure</p>	POLICY AND PROCEDURE NUMBER 02.01.017	PAGE 1 of 2
	EFFECTIVE DATE November 12, 2010	
SUBJECT Performance Electronic Tracking System (PETS)	SUPERSEDES New	DATED
CHAPTER Administration	SECTION General Administration	APPROVED BY Signature on File

PURPOSE

This formalizes the policy and procedure (P&P) of the department on the use of the Performance Electronic Tracking System (PETS) for recording and monitoring of performance measures.

POLICY

It is the policy of the department that PETS will be used to record, track, monitor, and report on both external and internal performance measures. Data will be input on a monthly, quarterly or yearly basis and status reports will be available upon request.

PROCEDURE

Performance measures will be input into the PETS system by the measure's "Owner," as identified by the commissioner, deputy commissioners, regional and division directors and managers. Owners, or assignee at the region, division, or system level are responsible for the recording, tracking, and reporting on the performance measure(s) to which they have been assigned ownership.

Each region, division, or system within the department will have a "Performance Expert" who is assigned responsibility for his/her respective region, division, or system's performance measures. Performance Experts represent a region, division, or department-wide function and are authorized to make policy-level decisions as they relate to the design, implementation, and ongoing use of PETS. Performance Experts are identified by their respective deputy commissioner, regional or division director, or system manager.

The Statewide Administrative Services director is assigned oversight and administration of PETS. Creation, addition, revision, and deletion of performance measures are reviewed and approved through the Administrative Services director, or designee.

AUTHORITY

AS 44.17.030
AS 37.07.060

IMPLEMENTATION RESPONSIBILITY

Commissioner, deputy commissioner, regional and division directors, system directors and managers, and all employees generally.

DISTRIBUTION

All department employees via the DOT&PF website